

## **CITY OF CARLSBAD CLASS SPECIFICATION**

**JOB TITLE:** ASSISTANT LIBRARY DIRECTOR

**DEPARTMENT:** LIBRARY

**BASIC FUNCTION:**

Under general direction, to assist in planning, directing, supervising and coordinating the basic programs and services of the City Library; to provide highly responsible professional and technical assistance to the Library Director; and to perform related responsibilities as required.

**KEY RESPONSIBILITIES:**

Assist in directing and managing public and technical library services; make recommendations regarding library programs; participate in the selection of library materials; oversee day-to-day library operations.

Prepare and administer the department budget; monitor and approve expenditures with budget limits.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Manage employees through other supervisors; set goals and objectives; select, train and motivate staff; assess performance and make salary recommendations.

Conduct special projects and prepare a variety of narrative and statistical reports; prepare correspondence.

Coordinate the research, application, implementation and monitoring of grant opportunities and activities.

Respond to citizen complaints, suggestions, and requests for information about the library's services.

Represent the library at various meetings and participate in professional and community organizations, such as, the Carlsbad Historical Society.

Provide a variety of technical and professional staff assistance to the City's Historic Preservation Commission.

May serve as Library Director as required.

**QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

Principles and practices of organization, administration, budgeting and personnel management.

Principles and practices of library operations, procedures and resources.

Principles and practices of planning and directing professional library work.

Knowledge of library automation and new technologies as applied to public libraries.

Strategic management techniques and methodology.

Research methods and techniques and methods of report presentation.

**Ability to:**

Plan and direct the development and operation of library services.

Deal with the public related to the administration and implementation of Departmental programs.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

Select, supervise, train and evaluate assigned staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to a Master of Library Science degree from an American Library Association accredited library school and three years of increasingly responsible professional and administrative library experience including supervisory experience.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will Management classification.

DATE APPROVED: June 1999

**Management**

**Salary Schedule**

**Management Salary**

**Benefits**

**City of Carlsbad Management Benefits**